

Public Safety Group  
Police Series

POLICE OFFICER  
07/83

#### CHARACTERISTICS OF THE CLASS:

Under general supervision, enforces law and ordinances, maintains order, prevents crime, makes arrests, and performs related duties as required.

#### EXAMPLES OF DUTIES:

Responds to calls for police assistance in an assigned beat on foot, motorcycle, or patrol car; checks stores, businesses, houses and other premises for burglars, fires, and other disturbances; investigates suspicious conditions; conducts primary investigations of attempted or committed crimes; reports on investigations made; makes arrests and advises subjects of their rights; searches suspects; registers and books prisoners; prepares misdemeanor and felony cases for proper action; interviews witnesses; testifies in court; cooperates with other law enforcement agencies as assigned; if qualified, operates a two-wheel motorcycle; directs and enforces traffic and parking regulations; issues tickets to traffic violators; inspects motor vehicles for Texas registration, serial numbers and other pertinent information; operates speed detecting radar device; reports the scene of accidents, renders first aid to the injured, inspects vehicles involved and conducts investigations to determine the causes of the accident and to obtain information incidental to the event; conducts follow-up investigations in hit-and-run vehicle accidents; reports hazards that endanger public safety; acts on behalf of superior as assigned; is subject to be called at any time for emergency duties; changes flat tires when necessary; prepares and submits daily activities and other written reports to superior officers.

#### MINIMUM QUALIFICATIONS

Training and Experience: Graduation from the El Paso Police Academy; including passing the Peace Officer licensing examination in compliance with and administered by the Texas Commission on Law Enforcement Officer Standards and Education, as provided in Article 4413 (29aa), V.C.S. To operate a two-wheel motorcycle, one year of experience as a commissioned police officer in the El Paso Police Department.

Knowledge, Abilities and Skills: Good knowledge of the subjects required for licensing as a Peace Officer as established by the Texas Commission on Law Enforcement Officer Standards and Education.

Ability to follow oral and written instructions; ability to observe situations analytically and objectively, and to record them clearly and completely; ability to react quickly and calmly in emergencies; ability to express oneself clearly and concisely, orally and in writing; ability to enforce the law with firmness, tact, and impartiality; ability to establish and maintain effective working relationships with fellow workers and the general public.

Skill in the operation of a motor vehicle; skill in the operation of a two-wheel motorcycle; skill in the use and care of firearms.

Physical Requirements: Must withstand vigorous physical demand common to Police Officer work.

Licenses and Certificates: Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education.

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Director of Personnel

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Department Head